

# LOCAL OFFICE REPORTS AND MISCELLANEOUS REMINDERS

MO Inst. 1905-A  
Exhibit A

	PROCEDURE REF											
	OFC CODE											
	DISTRIBUTION											
REPORT	DUE DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>Employee Recognition</b>	SCA-4130-01					Anytime throughout the year						
	OFC: Employee					(time off awards up to 10 hrs can be						
	Personnel File					approved by supervisor w/no higher level						
	O-LO through RDM					review required)						
	1-File											
<b>Serial Numbers</b>	Security Manual	X							X			
<b>Automation</b>	OFC: 1940-P											
<b>Equipment</b>	List mailed to offices											
	to be checked against											
	equipment											
	July 30 & Jan 30											
<b>Security Review</b>	Security Manual	X										
	OFC: 1940-P											
	Jan. 15											
<b>Contingency Plan/Field</b>	OFC: 2000	X										
	Send only "changed"											
<b>Office Emergency Action Plan</b>	sheets to:					Review and update annually						
	1-SO					(in conjunction with Security						
	1-Recovery Office					Review) or when changes occur						
	1-Official file in office											
	1-RDM if required											
<b>Master Index of Contract Solicitation</b>	2024-A	X	X	X	X	X	X	X	X	X	X	X
	By 5th of each month											
	FOCO responsible											
	for submitting											
	O-SD Staff, ATTN: Lue											
<b>Strategic Plan Report</b>	LO sends to AO for	X		X		X		X		X		X
	consolidation by the											
	5th of every other											
	month due											
	AO consolidates and											
	sends to SO by 10th											
	of every other month											
	due											
<b>Monthly Calendar</b>	2006-O	X	X	X	X	X	X	X	X	X	X	X
	OP 66											
	OFC: 2006-O											
	O-File											
	1-CDM to RDM											
<b>Vehicle Commitment and Authorization</b>	Form 2018-I					X						
	OFC: 2018-G											
	O-SO (SD Staff)											
	1-File											
	May 15 of each year											

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<b>Availability of Information (FOIA)</b>	2018-F										X	
	Memo form											
	OFC: 2018-F											
	O-SO (PSS)											
	1-File											
	Oct 5 for FY											
<b>Monthly Motor Vehicle Use Record (GSA Vehicles)</b>	Report Sheet	X	X	X	X	X	X	X	X	X	X	X
	OFC: 2036											
	O-SO											
	1-File											
	20th of each month											
<b>Travel Vouchers</b>	2036-A	X	X	X	X	X	X	X	X	X	X	X
	AD-616											
	OFC: Personal file of employee											
	O-Approving Office											
	RDM approves CDM											
	1-File											
	5th of each month											
<b>Activity Documentation</b>	Activity Documentation	X	X	X	X	X	X	X	X	X	X	X
	Form prepared by any empl. Involved in contact											
	Distribution:											
	1-Community File (if appl)											
	1-RDM											
	1-Janie Dunning											
	1-Martha Newsom											

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[illegible]

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DEC
X
X
X